

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 15/39A**

***This announcement is for full performance level. The position is also advertised at trainee level.  
Please see the ANNOUNCEMENT NUMBER HCMALL 15/39B for reference.***

**OPEN TO:** All interested candidates  
**POSITION:** **Administrative Assistant, FSN-8**  
**OPENING DATE:** July 17, 2015  
**CLOSING DATE:** July 31, 2015  
**WORK HOURS:** Full-time, 40 hours/week  
**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds  
**ANNUAL SALARY:** Ordinarily Resident: US\$11,803.00 (Starting salary)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment of Administrative Assistant position in Consular Section.

**NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTIONS OF THE POSITION**

The incumbent is the Consular Section Office Manager and concurrently serves as the Countrywide Consular Coordinator's personal assistant.

**QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. College or university studies required.
2. Must have at least three years of experience in consular work or other related work in the consular field, or similar work involving applications of relatively complex regulatory of legal material; administrative, customer service, office management experience.
3. Must have knowledge of 1) the Consular Section's role within the Mission and the role of each Consular Section unit; 2) Vietnamese laws pertaining to civil matters (marriage, death, births, etc.); 3) basic knowledge of U.S. immigration laws and regulations such as 7 and 9 FAM and the Immigration and Nationality Act
4. Must be able to 1) solve a wide-range of problems relating to the many applications and systems he/she uses; 2) resolve problems brought by team leaders from other Consular Section units regarding time and attendance and overtime hours worked.
5. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested).  
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

## HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174) or a combination of both DS-174 (sections 1 – 24) along with a listing of the applicant's work experience attached as a separate sheet. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

**Applications should be submitted through email to the address: [HoChiMinhCityHR@state.gov](mailto:HoChiMinhCityHR@state.gov). Do not compress files and send in "rar" format.**

**Subject line must be: (HCMALL 15/39A) or your application may not be considered;**

**We will only accept applications by email. Please do NOT attach a photo on an application form or resume.**

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

## CLOSING DATE FOR THIS POSITION: JULY 31, 2015

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.